

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S15-003

DATE: January 9, 2015

SUBJECT: ANNOUNCEMENT NUMBER 15-002

OPEN TO: All Interested Candidates

POSITION: Gardeners (2), FSN-02; FP-CC

OPENING DATE: January 9, 2015

CLOSING DATE: January 23, 2015

WORK HOURS: Full-time 40 hours week

SALARY: *Ordinary Resident: CFA 1,815,615 per annum
(Starting salary before benefits and allowances)
Position grade: FSN-2

*Not-Ordinarily Resident (NOR): US\$20,419 p.a. (Starting salary
Position grade: FP-CC)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

ONLY THE PRESELECTED CANDIDATES WILL BE CONTACTED.

The U.S. Embassy in Bamako is seeking two (2) Gardeners in the Facility Maintenance Section.

BASIC FUNCTION OF POSITION:

The Incumbent performs general gardening services by planting, maintaining gardens and lawns in the Embassy and associated agency residential and office buildings.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent is responsible for:

- Planting, maintaining gardens and lawns at the New Embassy Compound and other Mission owned/leased buildings, including offices and residences of principal officials;
- Preparing, fertilizing, cultivating soil; and watering gardens, lawns;
- Transplanting trees, flowering plants, perennial and annual flowers;
- Potting flowers for in/outdoor displays and directing the work of laborers assigned to assist him/her;
- Responding to after hour emergency calls as needed.
- Being aware of sound safety practices.

QUALIFICATIONS REQUIRED:

- Completion of elementary school.
- Six months to one year of gardening experience.
- English I, French I and Bambara level I
- Ability to plant and care for plants and flowers

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED:

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.html>; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A Current resume or curriculum vitae, **PLUS**;
3. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

SUBMIT APPLICATION TO

HROBamako@state.gov

[Subject: Gardener](#)

POINT OF CONTACT

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: JANUARY 23, 2015

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country); and,
- Is not subject to host country employment and tax laws (i.e. diplomats); and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – **A Foreign National or U.S. citizen who:**

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.